

LIBRARY TECHNICIAN

DEFINITION

To perform a wide variety of complex or specialized administrative office duties in support of the City libraries.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Perform a wide variety of complex or specialized administrative office duties in support of the City libraries.

Catalog various library materials and resolve discrepancies.

Receive and process periodicals, prepare magazines for bindery, and maintain subscriptions for periodicals.

Sort and assess library materials to determine need for mending, cover replacement or binding and make arrangements for repairs.

Prepare books and audiovisual materials for circulation.

Maintain electronic acquisition and order files.

Follow up on library materials ordered; open received cartons and process relevant paper work including invoices for payment.

Obtain and distribute materials to and from other libraries; serve as back up for delivery driver as needed.

Identify and verify relevant bibliographic data.

Provide information to library patrons, City staff and others that may require the use of judgment and the interpretation of policies, rules and procedures.

Proofread and check typed and other materials for accuracy, completeness and compliance with departmental policies and regulations.

CITY OF CHULA VISTA
Library Technician

Attend to a variety of library administrative details such as ordering supplies, arranging for the repair of equipment, transmitting information, and keeping reference materials up to date.

Train staff and volunteers in technical routines and procedures.

Draft and type routine correspondence, forms and specialized documents; enter and retrieve data and prepare reports.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Terminology and basic practices related to technical support work in a public library.

Modern office practices, methods and procedures; computer equipment and software applications related to assignment.

English usage, spelling, grammar and punctuation.

Business mathematics.

Ability to:

Perform technical library support work involving the use of computers and software programs related to assignment.

Organize, prioritize and coordinate work activities.

Make sound judgments and decisions within established guidelines.

Interpret library policies and bibliographic standards.

Operate standard office equipment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible journey level experience involving administrative office or library support duties.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of a valid California driver's license.

PHYSICAL DEMANDS

On a continuous basis, sit at desk for long periods of time. Intermittently twist and reach office equipment; write or use keyboard to communicate through written means; occasionally run errands; and lift up to 50 pounds with assistance when assigned as back up for delivery driver.

10/2/01
Revised 6/19/03